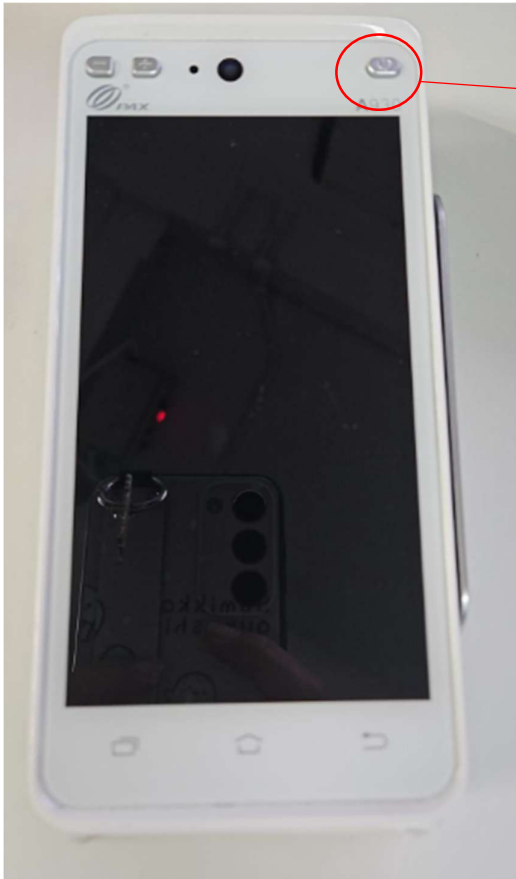
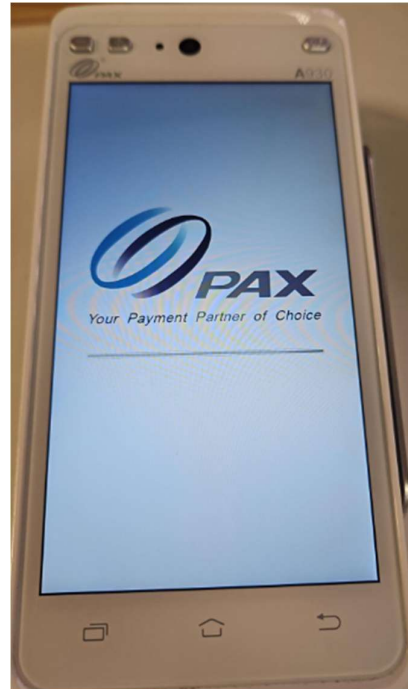


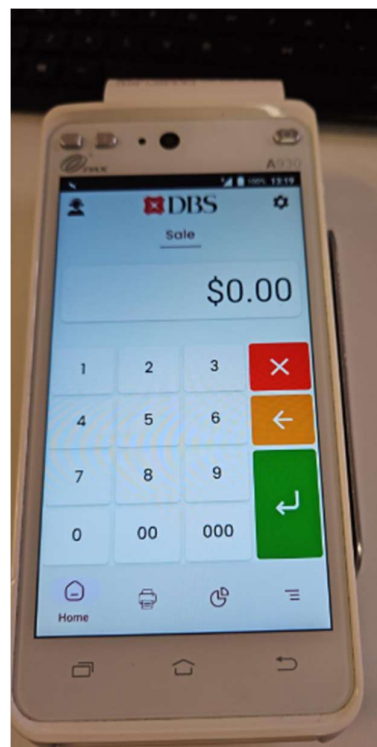
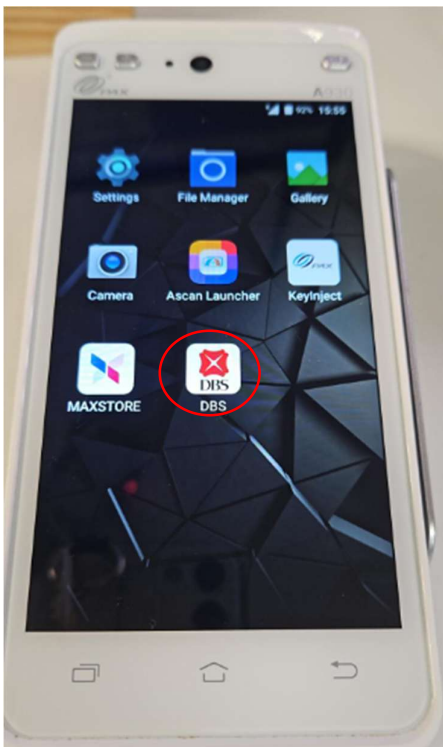
How to use the credit card Terminal



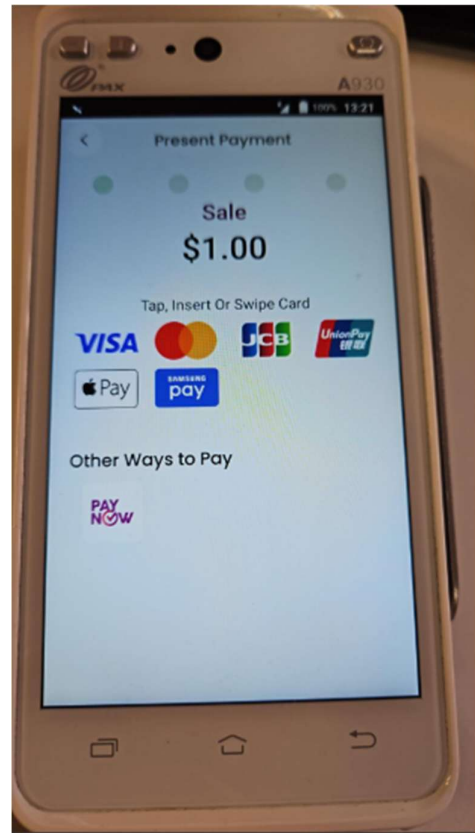
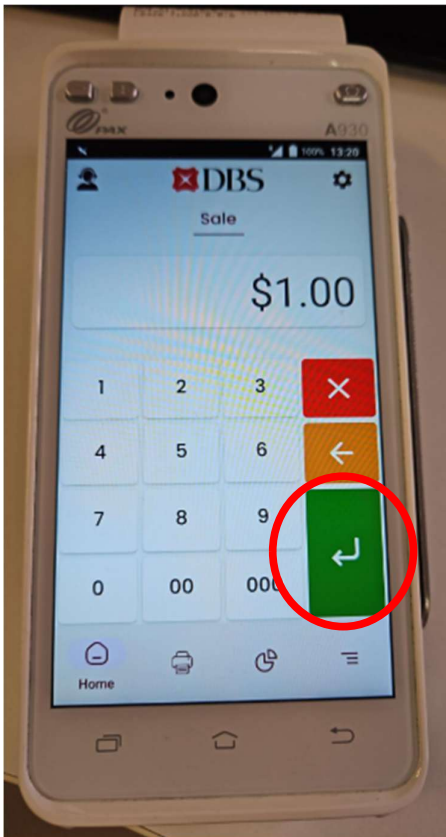
Press and hold power button for 5 secs. Until you hear a beep sound. The screen will light up as below



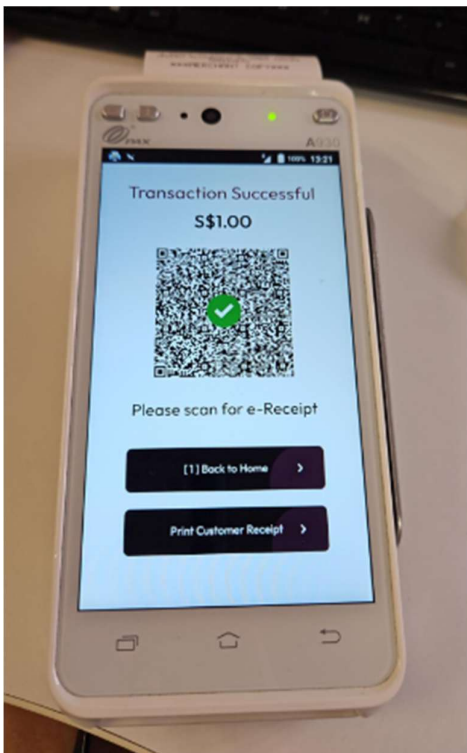
Once on, this will be your first screen. Press the DBS icon. It will bring you to the sale screen:



Key in the amount of “sale”. Press Green Enter sign. It will bring you to the next screen.



Tap or insert credit card into the terminal. When successful, the below screen will light up. The merchant receipt will also start to be printed.

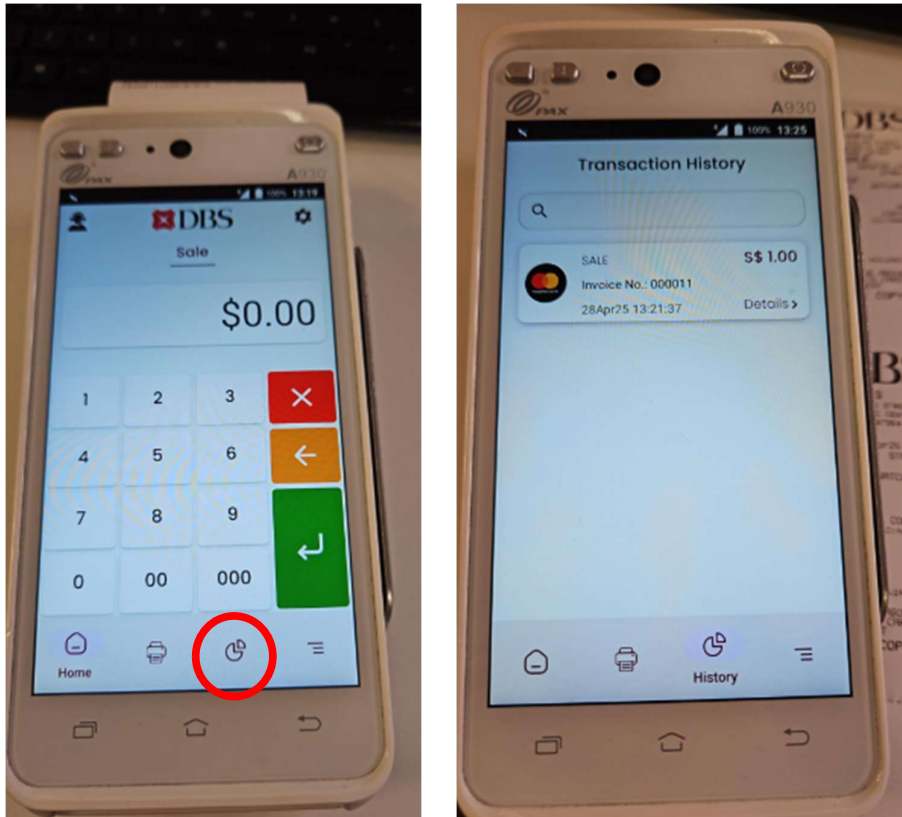


2 copies of receipt will be printed

1. Merchant copy – please keep to reconcile against the settlement at the end of the day.
2. Customer copy – to print and pass to customer / donor.

How to void a transaction

On the home screen, press “History” Button (pie shaped). This will show you the list of transactions. Identify the invoice number



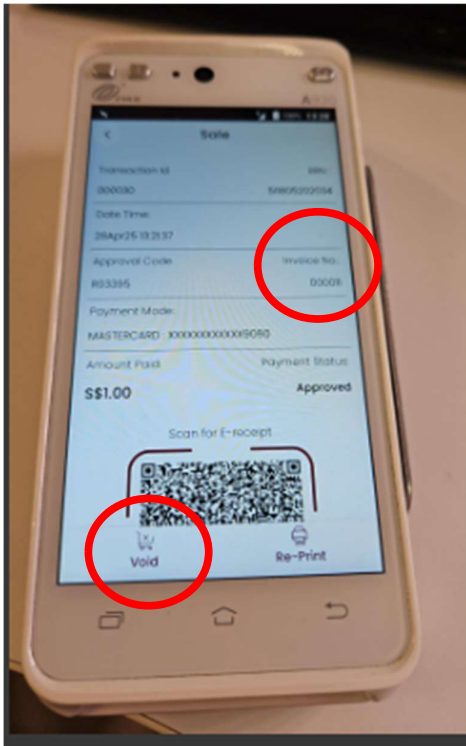
Invoice number can be found on the merchant slip:



Find the invoice number on the merchant copy slip.

Identify it in the transaction history on the machine.

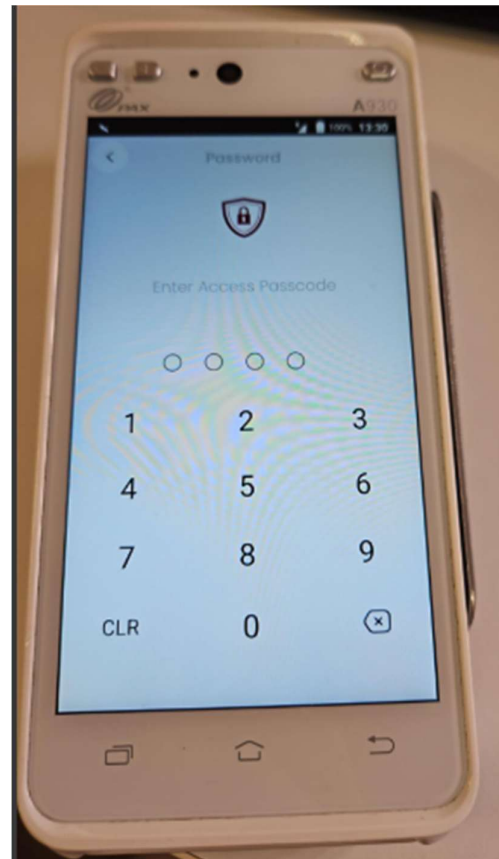
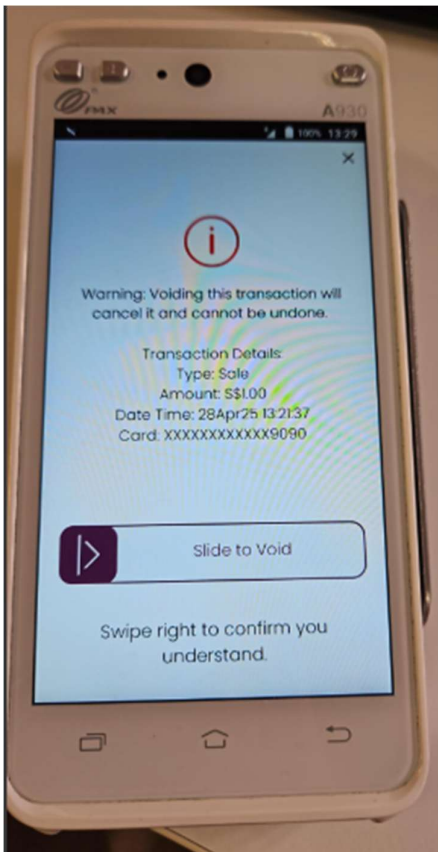
Press Details



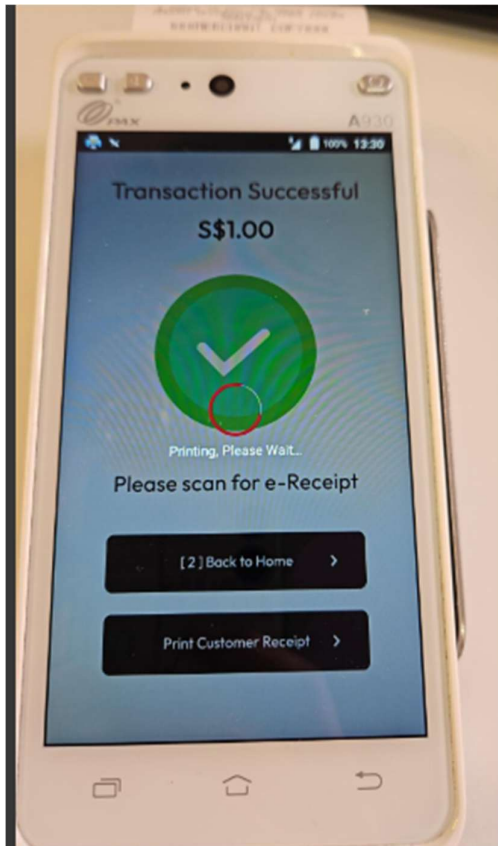
Confirm the invoice number and amount – that this is the correct transaction to void.

Press Void.

At the next screen, confirm the amount, press Slide to void. The terminal will prompt you to key in the void password. Please key in 4 zeros. “0000”.



Once approved, the following screen will pop up:



In cases of void transaction. Please print merchant copy and request for customer to sign. Please print customer copy for their retention.



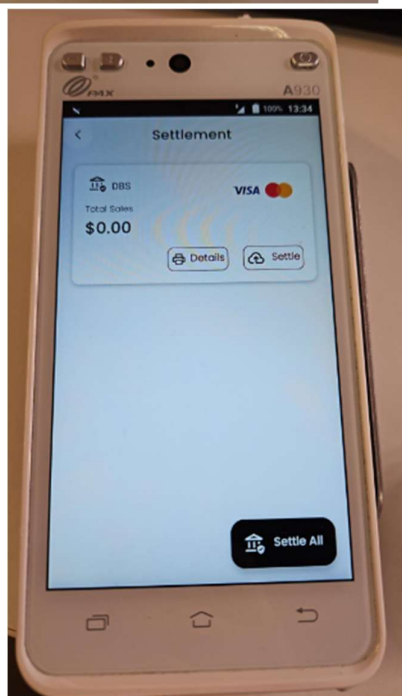
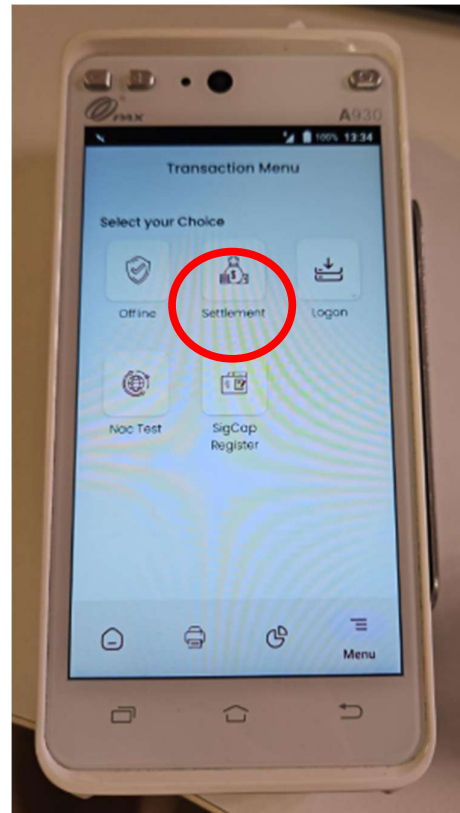
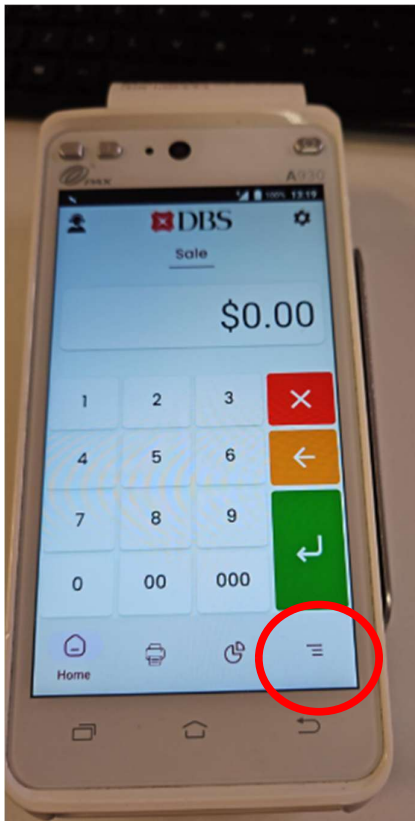
Please attach as one set (staple together)

1. Original merchant receipt
2. Signed void sale receipt.

How to perform settlement:

1. When changing shift i.e. when custodian of credit card terminal changes – it will be best to do a settlement before changing shift.
2. When performing settlement – the aim is to ensure that all the amount collected, tallies with the sales.

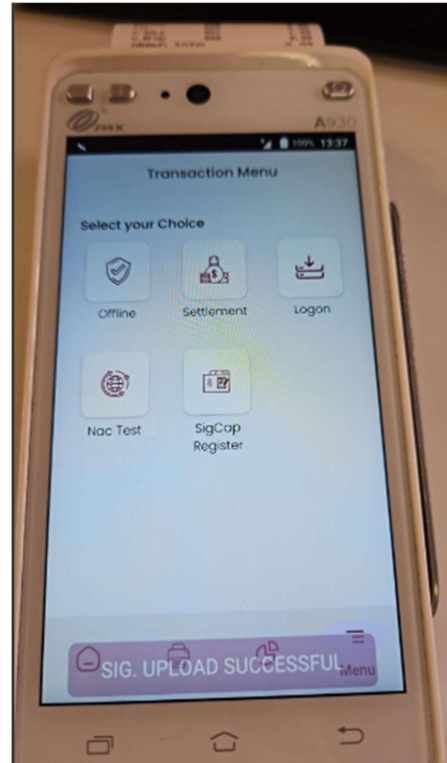
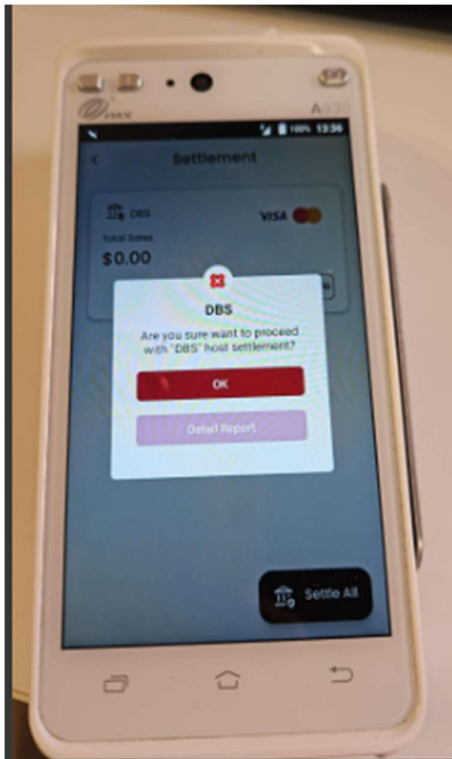
Press Menu on the Home page. The next screen will pop up. Press “Settlement”



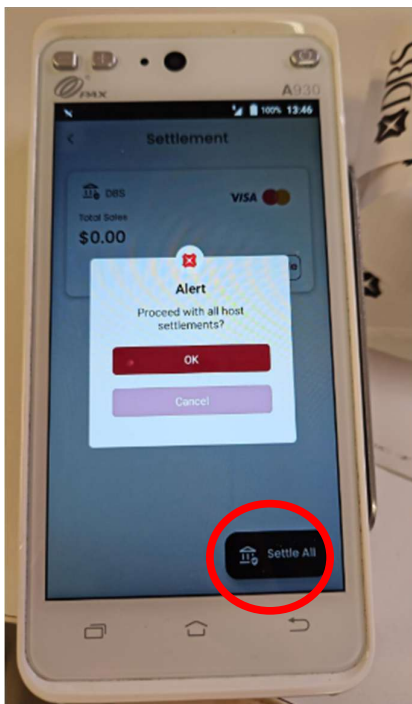
The machine will prompt you the next screen.

If you press Detailed report – it will show you all the transactions you’ve made on the card for that day. It will help with your reconciliation. But you may end up with long list.

If you press Settle – it will show you only the summary.



Once press OK, the settlement report will start printing, and the screen will switch to the Menu page once done.



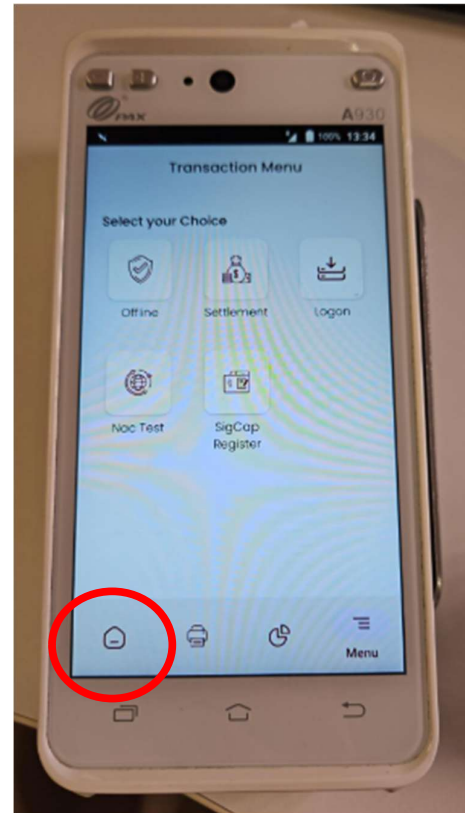
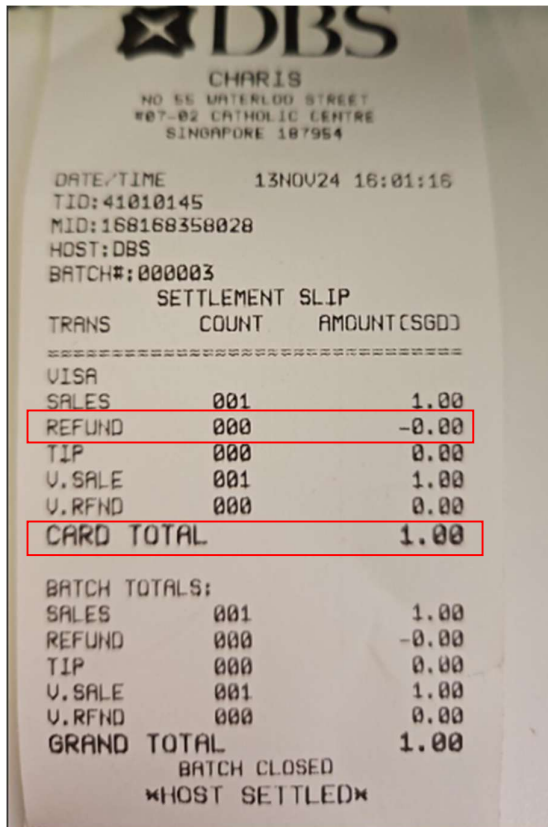
Can also press Settle All.

Same thing. Press ok.

This is relevant if you have many people on many shifts.

If you are doing a “Sale” and need to reconcile to tickets sold, it will be better to print the detailed report.

If the terminal is used for collection of love offerings or donation only, you only need to the summary.



Please attach all merchant slips to the settlement report.

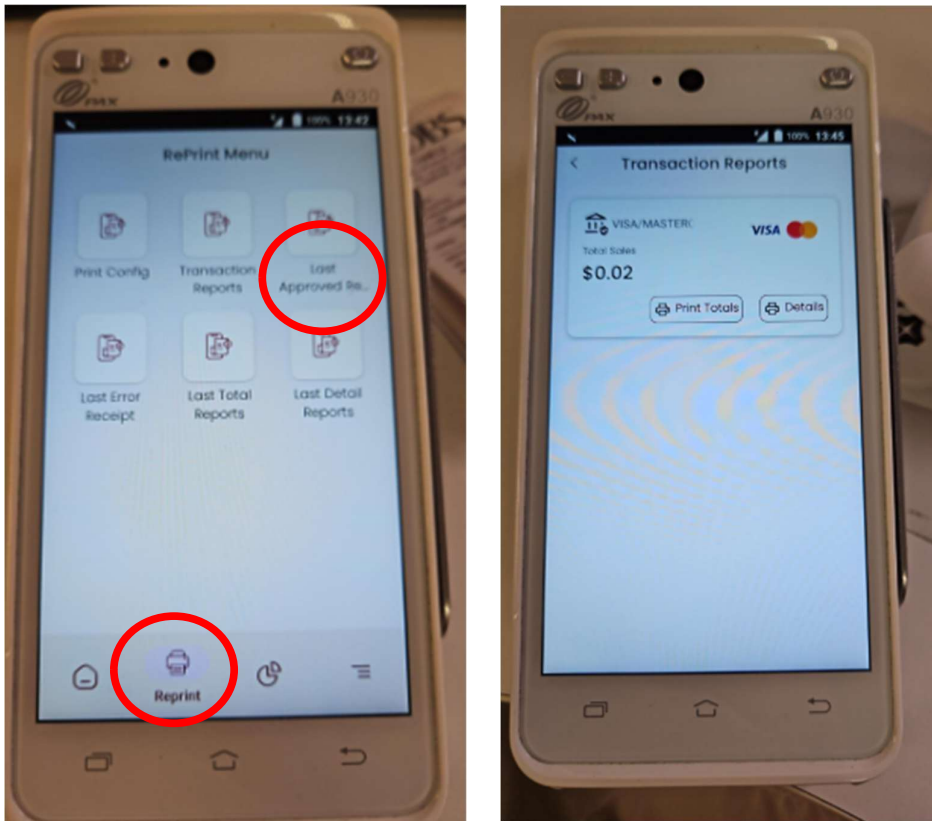
If you add all the merchant slips up – it should tie to the settlement report.

If the event is for collection of love offerings – no need to do this. The Card Total will be the amount taken as the love offerings collected.

If terminal is used for ticket sales – the detailed report will then be used to help you to reconcile to the number of tickets / items sold.

To go back to sale page, press the home button.

Re-printing of reports

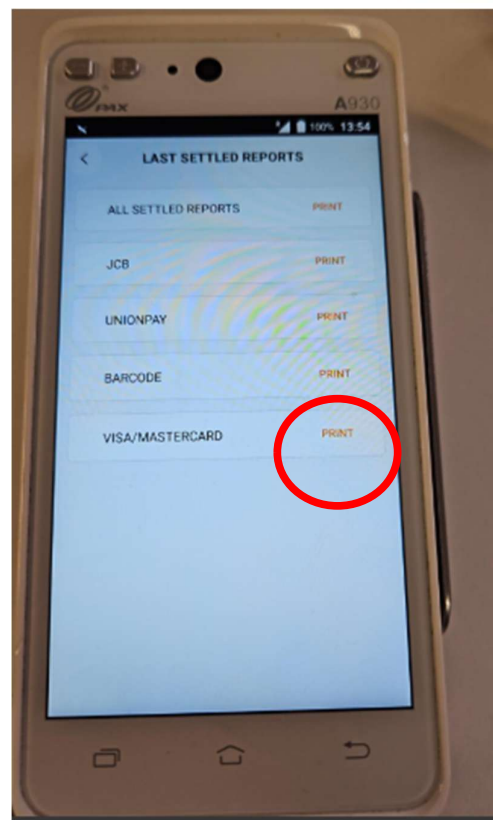
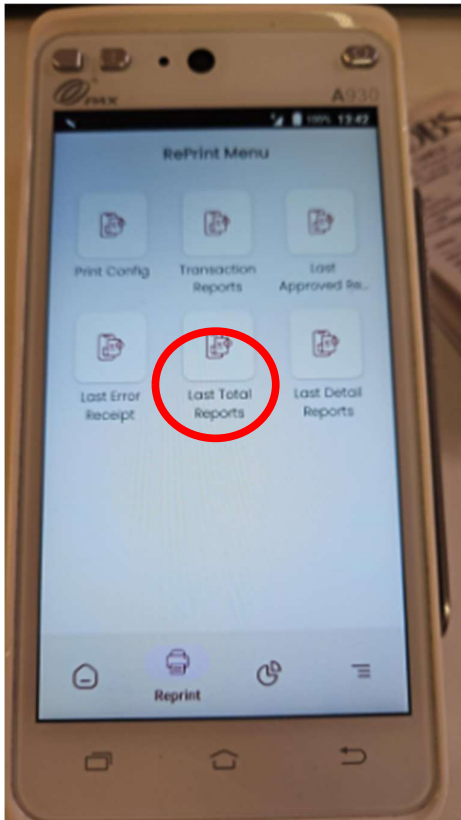


If you need to re-print a receipt – eg, ran out of paper, and you couldn't print copy for yourself / customer, go to the reprint screen.

Click on Last Approved Transaction. Select Customer Copy or Merchant Copy.

Note: This re-print can only be done for the Last Approved Transaction. If Settlement has already been done, then cannot re-print.

Transaction Report – show all the transactions that **have not been settled**.



To Re-print Settlement Report, Click Last Total Report.

Click Print on the Visa / Mastercard option.

DO NOT PRESS the ALL Settled Reports. This will start printing ALL the settlements instead of the last Settlement.

After Settlement, please power off the Terminal.

How to change receipt roll:



Please take note of the orientation of the paper.



After change, please ensure that there's a bit of paper sticking out of the machine before closing the lid.